

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: Business Services Training Package – BSB01

Certificate III in Business Administration – BSB30407

Organise schedules - BSBADM307B

Target groups: Those wishing to gain skills and qualifications focused on the specialist administration domain of employment in a business environment such as text production, creation and use of databases, ledger maintenance, effective workplace relationships. They would be desirous of gaining qualifications to perform workplace activities under direct or regular supervision and may be reinforcing and/or enhancing an existing employment position. Workers in this field may be employed in a diverse range of businesses of various sizes.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Discussion of organisational requirements	Develop ability to identify organisational and personal requirements to for diary / schedule items.	Access to relevant policy documentation
Role play/ Practical exercise	Develop ability to manage schedules by identifying and scheduling recurring appointments and deadlines, making alternative arrangements when needed and keeping records in accordance with organisational policy and procedures.	Access to resources and equipment normally used in the workplace.
Work placement and/or simulation	Develop all of the above under the range of working conditions normally encountered.	Access to appropriate workplace or simulation of realistic workplace setting.

ASSESSMENT

Strategies	Performance Indicators	Resources
Practical exercise	Demonstrate ability to set schedules which meet individual and organisational needs and reflect understanding of occupational health and safety issues related to scheduling and workload.	Access to resources and equipment normally used in the workplace.
	Develop ability to manage schedules by identifying and scheduling recurring appointments and deadlines, prioritising schedule items and negotiating alternative arrangements when needed, in accordance with organisational policy and procedures.	
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	All elements	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting.

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List any special requirements / issues / amendments for any particular target group.